

Eynsham Partnership Academy Trust

Job Description

After School Club Cook & Assistant

Responsible to: Headteacher/After School Club Leader	Grade: 8
Hours: 11 ¼ hours	Duration: 2.45.-5.00pm
Main Location: Standlake School	

Context:

- To order, prepare, serve and clear snack and tea for the children
- *On occasion, to assist or supervise activities for the children*

Key Duties:

- Monitor and organise stock levels at all times and order accordingly
- Ensure that deliveries are met and are promptly stored away as appropriate
- Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly
- Keep a sanitized and orderly environment in the kitchen
- Ensure that all personal and food hygiene procedures are applied at all times
- Meet the daily timetable deadlines in preparing and serving food
- Set up server areas at Primary Schools on a daily basis, as required
- Participate in all general catering and dining room duties
- Set up workstations with all needed ingredients and cooking equipment
- Prepare ingredients to use in cooking
- Cook food in various utensils
- Check food while cooking to stir or turn
- Ensure good presentation before they are served
- Serve the pupils food in accordance with the clubs portion control
- Maintain expectations for good tables manners
- Clear away all food stations and undertake daily washing up duties

On occasion, further duties may include:

- *Assist and supervise activities for children (aged 4-11 years old) with varying needs and interests*
- *Safely transferring the children to the club from classrooms at the end of the school day*
- *Safely transferring the children to parents when they are collected at the end of club*
- *Ensure the setting up, cleaning and clearing away of all equipment during each session*
- *Promote good behaviour by using praise and reward, in the first instance*
- *Administer first aid as required*
- *Record and report accidents and incidents in a timely and accurate manner*

¹ Eynsham Partnership Academy (EPA) Employees are predominantly based at one location but may be required from time to time to work at another school within the Academy.

A full list of schools within EPA can be found at <http://epa-mat.org/>

Key Responsibilities:

- Promote the overall ethos, work and aims of the club: *Playful and Purposeful Provision by Professionals. A one-stop-shop of children's clubs & wrap-around care for working parents, for children aged 4 and above. It provides a wide range of activities to meet the interests of all children, helping to ensure active and healthy lifestyles.*
- Adhere to our policies and procedures relating to:
 - Safeguarding and Child Protection
 - Health and Safety
 - Code of Conduct, including confidentiality
 - Equality Opportunities
 - Anti-Bullying, Harassment and Discrimination
- Maintain a professional manner with children, staff and families at all times
- Participate in training and other learning activities and performance development as required
- Other duties/responsibilities which from time to time may be determined

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time. This position is subject to a variable hours' clause where the contracted hours can be reduced by a third. This enables the Trust to manage variations in pupils' needs that can occur from one year to the next while offering the employee a permanent contract.

Person Specifications

	Essential	Desirable
Experience		
Ordering, preparing, serving and clearing snacks and teas	✓	
Working or supporting children aged 4-11 years old		✓
Working in a setting with children		✓
Knowledge, Skills and Understanding		
To have proven experience as a cook, including use of cutting tools, cookware and bakeware*	✓	
To have knowledge of various cooking procedures & methods (grilling, baking, boiling etc)	✓	
To have an understanding of food hygiene and sanitisation procedures*	✓	
To be able to keep a sanitized and orderly kitchen environment	✓	
To have an understanding of safeguarding	✓	
Personal Attributes		
Good communication and interpersonal skills, with adults and children	✓	
Calm, friendly and professional	✓	
High expectations of self and others	✓	
A team player who can also take the initiative when needed	✓	
Reliable, punctual and have effective time management skills	✓	
Qualifications		
NVQ Level 2 Childcare or equivalent		✓
Safeguarding children training*		✓
First Aid Certificate*		✓

**A candidate's application may be strengthened by already having these qualifications. If a candidate does not have the relevant certificates, the school will provide the opportunity for the successful candidate to undertake the qualifications*

For further details, please contact Sarah Tinsley: office.3127@standlake.oxon.sch.uk 01865 300454

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